

SCHOOL SECRETARY

QUALIFICATIONS:

- 1) High school graduate, college, or business school training highly desirable.
- 2) General secretarial skills in typing, business machines, accounting, filing, and office procedures.
- 3) Good health and neat, attractive attire.
- 4) Ability to communicate effectively and diplomatically.

REPORTS TO: Principal

SUPERVISES: Clerks or other workers assigned to their school office and student office workers.

PERFORMANCE RESPONSIBILITIES:

I. Maintains positive work habits.

- 1) Is punctual and minimizes absences.
- 2) Complies with county and school policies and procedures.
- 3) Takes initiative in performing assigned tasks.

II. Performs duties efficiently and productively.

- 1) Greets visitors, answers telephone, and arranges for communication with the principal or teachers.
- 2) Keeps a daily record of absentees as reported by teachers.
- 3) Submits to the cooks the number of lunches to be prepared each day.
- 4) Keeps a daily record, documented by receipts, of all school financial transactions to be entered in the school's ledger of accounts.
- 5) Prepares mail or telephone communications as dictated or directed by the principal.
- 6) Assists the principal with hot lunch, attendance, state, and other reports as required.
- 7) Types requisitions for all school orders and checks against invoices when received.
- 8) Completes pupil registration forms and updates permanent records.
- 9) Duplicates teaching materials, bulletins, announcements, etc.

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- 10) Completes records, collects money, makes deposits, and writes checks in connection with the lunch program, general fund, and other accounts.
- 11) Performs other services and responsibilities as requested by the principal or superintendent.

III. Maintains and/or upgrades skills.

- 1) Participates in required inservice training.
- 2) Encouraged to update skills.

IV. Maintains positive attitudes.

- 1) Works cooperatively with others.
- 2) Observes confidentiality rights of students, teacher, parents, and co-workers.
- 3) Maintains positive attitude toward work.

TERMS OF EMPLOYMENT: Salary and work as determined by the Board.

EVALUATION: Performance will be evaluated at least annually in accordance with provisions of the Board's policy on Evaluation of Service Personnel.

Source: Board of Education Minutes

Date: 8-24-82; 5-28-85; 2-9-99